Monitoring Assessments Context

Overview: After publishing, there will be a need to run reports to monitor the status of assessments. In this training module, you will learn how to use the dashboard for some of the following tasks; Progress of assessments and tasks, Report Creation, and Review individual assessment results.

What to expect: Training PDFs and Walk-Thru's

What you should learn:

- Sort by department to look at the progress of assessments and tasks
- Sort by skillset to look at the progress of assessments and tasks
- Report Creation
- Manual emails
- Review individual assessment results

Level: System Admin, Director, and Qualified Personnel

Useful Walk-Thru's:

- View Department Dashboard Reports
- View Skillset Dashboard Reports
- Review Completed Assessments
- Export List of Completed Assessments
- Print Assessment Task List

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